

“WE DON’T DISSEMINATE UCJIS INFORMATION”

Think your agency does not disseminate UCJIS information to other entities? Probably want to think again! Don’t forget that “dissemination” means distributing *any* information in *any* format (including written, verbal, or electronic) received from the UCJIS files.

In many of our compliance audits the agencies initially state “We do not disseminate UCJIS information.” However, later on in the audit packet the agency states that they disseminate UCJIS information for Motion of Discovery, give UCJIS information to the court or prosecutor, etc. Sometimes BCI only discovers the dissemination while reviewing the information on the UCCH and III dissemination logs.

If your agency ever gives any information received from the UCJIS system (UCCH, NCIC, III, driver license, etc.) to a person who is not employed by your ORI, you disseminate UCJIS information. If you ever give UCJIS to defense attorneys for Motion of Discovery purposes, you disseminate UCJIS information.

If you are a court and you give information to the city prosecutor, you are disseminating UCJIS information, even if the prosecutor works in the same building as you and is working to prosecute an individual. (Prosecutors have different job descriptions and ORIs than courts.)

Most agencies are also failing to adequately keep secondary dissemination logs of this information. Don’t forget that as soon as UCJIS information leaves your agency’s control, anything can happen with it. To reduce your liability, you must maintain adequate secondary logs that track what was done with the information and when.

If you disseminate III information NCIC policy mandates that you maintain a secondary dissemination log for at least 12 months. Our compliance audits are finding that this is unfortunately an exception to the rule.

NCIC policy states:

“Each criminal justice agency receiving a III response shall record any secondary dissemination of any III response to another criminal justice agency or an individual within another criminal justice agency, or to anyone legally entitled to receive such information who is outside the original receiving agency. These logs shall be maintained for at least 12 months. (NCIC Advisory Policy Board Minutes, Page 310) (10-84)”

The Introduction Section of the *BCI Operating Manual* states in part: “Criminal justice personnel must understand that any time criminal history information is released to another individual or entity the potential for liability increases...”

“If your agency ever gives any information from the UCJIS files to another criminal justice agency, or if you give out UCJIS information for Motion of Discovery purposes, your agency disseminates UCJIS information. This includes information from any UCJIS file: UCCH, driver license, motor vehicle, NCIC, III, Nlets, etc...”

“An authorized agency servicing another authorized agency must assume responsibility for and enforce system security with regard to the agency that it services. If the servicing agency wishes, they may request that the recipient agency sign a non-disclosure agreement before information can be given to the recipient agency. The administrators of both agencies must sign the non-disclosure agreement...”

“When a servicing agency releases information from the UCJIS files to another agency, a secondary dissemination log must be maintained at the servicing agency. The log must include *the date of dissemination; the agency the information was released to, the name of the person the information was released to, and the purpose for which it was released.*” (Don’t forget that the “purpose” should be a case, docket, citation, or other unique number.)

2008 TAC TESTS

Are you a TAC that needs to take your biennial TAC test this year? Better hurry! The test deadline is August 1!

A word of advice on the test – don't guess! Most questions are taken word for word from the *BCI Operating Manual*, or involve codes that can be easily found in the *NCIC Code Manual* using the CTRL-F feature. (Don't guess on the test, and never guess when you are actually making an NCIC entry!)

Also, don't forget to send in your "TAC Testing Agreement" once a BCI representative has told you that you passed the test.

REMOVED TATTOOS

You're making an NCIC entry for Barb Wyre, who currently has a tattoo on her right arm. Which SMT code do you use?

The code for Barb, who currently has a tattoo, is **TAT R ARM**.



You're making an NCIC entry for Bob Wyre, who has a scar from a removed tattoo on his right arm. Now what SMT code do you use?

The code for Bob, who has a removed tattoo, is **RTAT R ARM**

Remember – never guess what an NCIC code may be! If you are not 100% positive, refer to the *NCIC Code Manual*!

(Codes for removed tattoos begin on Page 26 of the Personal Descriptors Section of the *NCIC Code Manual*.)

BCI REPRESENTATIVES

Don't forget to try and contact your designated BCI representative when you have a question or problem.

With all of the changes happening in Field Services the past several months, it has been a little chaotic. However, we hope that things have settled down a bit!

Whenever possible, please contact your agency's designated representative so that person may become more familiar with your agency's unique problems and situations. (This also means you won't have to explain the same thing over and over to everyone at BCI.)

With only a few exceptions, representatives are over all agencies in a county, regardless of the type of agency. (Police department, court, prosecutor, etc.)

The regions are:

Davis, Weber, Morgan Counties: Mary Ann
801-965-4812

Salt Lake and Rich Counties: Adrienne
801-965-4497

Southeast (east of I-15): Marcus
801-965-4409

Southwest (west of I-15): Holly
801-964-4566

A map of the regions is on the last page of the newsletter.

For routine situations, such as forgotten passwords, please call the 24-hour help desk at 801-965-4446.

TEXT ABBREVIATIONS

LOL? POS? WUF?

Confused about the abbreviations many people (especially teens) are using on text messages or e-mails? Many sites are available to help you decipher what is being said (and what *isn't* being said.) Such sites include:

www.theantidrug.com/E-monitoring/internet-lingo.asp

www.techdictionary.com/chat_cont2.html

www.webopedia.com/quick_ref/textmessageabbreviations.asp

www.wikihow.com/Understand-Chat-Acronyms



UCR/NIBRS TRAINING FROM THE FBI

BCI is pleased to announce that an FBI representative will be here in August for UCR and NIBRS statistical training. Please don't let this rare opportunity pass you by!

Date & time:

UCR Training will be held on August 19th thru 20 (9am-5pm)

NIBRS Training will be held on August 21 thru 22 (9am-5pm)

Presenter: Darren Moor, FBI (CJIS Division). Darren has years of experience with all UCR and NIBRS issues and concerns. Utah is very fortunate to have Darren conducting this important training. He will be covering several issues concerning crime statistics. ("Veteran" TACs may remember Darren from TAC Conferences back in the early 2000's)

This training will be beneficial to all law enforcement agencies (even those agencies that aren't participating in either the UCR or NIBRS program). Utah rarely has an opportunity to have someone with Darren Moor's expertise conduct this kind of training. Don't miss out! This is a must attend!

Location:

Miller Campus (Utah's new POST Academy)
Room #114 (tiered training room accommodates around 56 people)
9750 S 300 W
Sandy, UT 84070

For details about the Miller Campus please see:
<http://www.slcc.edu/locations/miller.asp>.

At this time, the dorm lodging on campus is free. There's a cafeteria on campus, as well. Because the dorms are free, DPS pays the cost to clean and maintain the dorm rooms. Therefore, they've asked that the attendees reserve their rooms with 2 per room. BCI will not be responsible for reserving any dorm rooms.

Please call the following number to reserve your dorm room (2 person occupancy): (801) 957-5444 - ask for: Maggie or Ashbe

Let Della Riquelme (801-965-4454) know if you're interested in this very important and informative training. The available seats are limited. Reservation for these seats are required. Because the seats are limited, please choose between UCR or NIBRS training. Agencies are encouraged to choose the UCR training; however, if your agency is a NIBRS agency, you may want to attend the 2-day NIBRS training.

SOUTHERN UTAH'S MOST WANTED

The Washington County Sheriff's Office is now posting "Southern Utah's Most Wanted" on their web site. We invite you to check it out at:

<https://news.washeriff.net/most-wanted/>

MISSING PERSONS

PROTECTING OUR CHILDREN COMES FIRST

News Release – June 4, 2008

National Center for Missing & Exploited Children is Reauthorized and has Programs Expanded

ALEXANDRIA, Va. - The new bipartisan law Protecting Our Children Comes First Act (H.R. 2517, S.1829) was signed into law yesterday by President George W. Bush. The bill reauthorizes funding for the National Center for Missing & Exploited Children (NCMEC) through 2013 and adds new programs and services to those already being offered by the organization.

NCMEC is a 501(c)(3) nonprofit organization that has worked in partnership with the U.S. Department of Justice to bring missing children home and to protect children from sexual exploitation for 24 years. Since the organization was created in 1984, it has helped recover 126,000 missing children and the recovery rate of missing children has increased from 62% in 1990 to 97% percent today. In 2007, NCMEC helped recover more children than any other year in the organization's 24 year history.

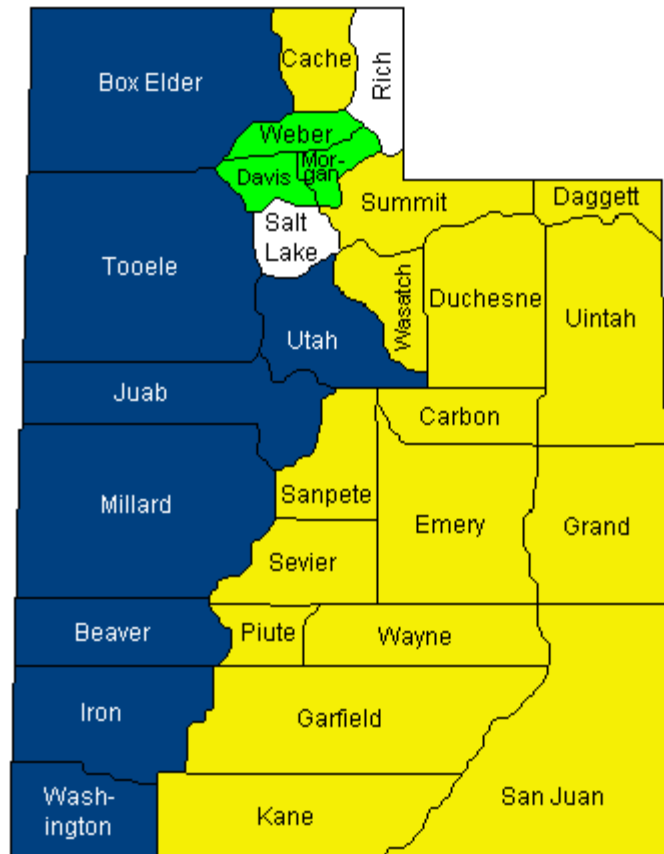
FORWARD NEWS ITEMS TO: B.C.I., FIELD SERVICES, 3888 W 5400 S, BOX 148280, SALT LAKE CITY UT 84114-8280


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We encourage you to always contact your designated agency representative. This will allow your representative to become more familiar with your agency's unique problems and needs.

If your regular representative is not available, please feel free to contact any member of Field Services. For problems with PINs, passwords, new users, and everyday technical problems, please contact our 24 hour Help Desk at 801-965-4446.